



July 30, 2014

IOWA BULLETIN NO. IA-360-14-20

SUBJECT: PER – TELEWORK POSITION ELIGIBILITY IN IOWA

ACTION REQUIRED BY AUGUST 15, 2014

PURPOSE: To notify all employees who have not previously signed a telework agreement or employees who wish to revise an existing telework agreement, of the requirement to complete the USDA Telework form by COB on August 15, 2014.

EXPIRATION DATE. September 30, 2015

National Bulletin 360-14-21, Telework Position Eligibility, was issued on June 26, 2014. The bulletin serves as the agency's notification to all employees of telework eligibility policy. Additionally, this bulletin renews the NRCS's commitment to support the Department's efforts in increasing its participation in the Telework program.

NRCS is encouraging increased telework agreements in both the ad-hoc and core categories, with an increased focus of expanding core telework agreements. I would like to encourage all supervisors to discuss telework opportunities with their employees, without losing sight of Iowa NRCS's core value of providing the highest level of customer service.

With that being said, I would like to boost Iowa NRCS's core telework involvement by focusing on State Office and Area Office (non-customer facing) employees. Supervisors of State and Area Office employees should evaluate their employee's duties to determine if core telework agreements are appropriate. I would also encourage employees with ad-hoc telework agreements (1 day per pay period) to discuss with their supervisor the possibility of revising to a core telework agreement.

For supervisors evaluating potential core telework days, it is important to focus on productivity and mission accomplishment. Days containing regularly scheduled meetings (ex. Staff meetings, LT meetings), when it is important to have all employees present and engaged in the discussion, are likely not appropriate days for telework. Additionally, when employees are teleworking, they must have the resources to continue to provide the same level of productivity, availability and customer service as they would if they were working in the office.

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As a reminder, employees to whom one or more of the following apply are not eligible for telework:

- You received a formal disciplinary or adverse action within the past 12 months.
- You were officially disciplined for viewing, downloading, or exchanging pornography on a Government computer or while performing official Government duties.
- You were officially disciplined for being absent without leave for 5 days or more in any calendar year.
- Your most recent performance rating is less than "fully successful."

Action Required:

All telework eligible employees who have not previously signed an ad-hoc or core telework agreement are required to complete and submit the revised telework form, dated May 2014, indicating whether or not they are applying for telework. Those who have a current agreement and wish to revise their agreement must complete this new form, as well.

The fillable NRCS USDA Telework Agreement form is available at: [HR Share Point Site for Telework](#).

All Iowa NRCS employees required to complete this new form must electronically sign it. They will then forward the form to their supervisor who will review the agreement and indicate their approval or disapproval. The supervisor will then electronically sign the form and forward the completed telework agreement to Elmer Foxx, Secretary, at elmer.foxx@ia.usda.gov by close of business August 15, 2014. **Hard copies of the form will not be accepted.** Mr. Foxx will save these forms on the Human Resources Share Point site in order that Christopher Knudsen, Human Resources Officer/Telework Program Coordinator, can also electronically sign the form, as required.

If you have any questions about teleworking please visit with your supervisor.



Jay T. Mar
State Conservationist